North Carolina Immunization Registry (NCIR)

Manage Vaccine Orders (Non-COVID-19 Vaccines)

User Guide

Last Updated: October 28, 2021





# Create Order and Modify Order Screen

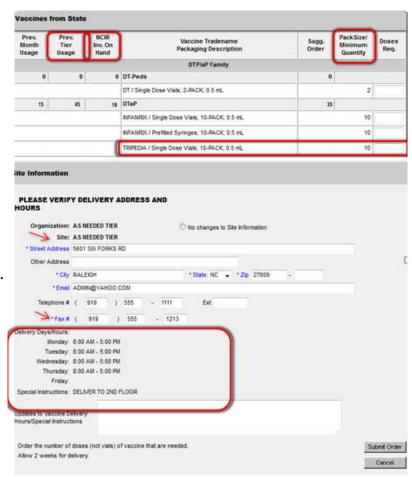


### New Create Order Screen

### **Please Note:**

- 1. Prev. Tier Usage: **Change in wording**: Your ordering schedule has not been affected no change.
- 2. NCIR Inv. On hand: **Chang in wording**: Your actual physical inventory on hand should correspond to this
- 3. Dose/unit column: **Removed** completely.
- 4. Pack size/Min. Quantity: New addition (right) will go more in depth on how to use this column when creating an order in a few.
- 5. Display of Delivery Hours: **The same format change with the manage site screen has been transposed here**. The delivery window; delivery hours and special instructions have not changed.
- 6. Removal of Contact Name: Will go a little more in depth.
- 7. Fax # Added now required.
- 8. Trade name and packaging description format has changed:
  - 1. The manufacturer was removed.
  - 2. The trade name, packaging description and dose size display is all on the same order by line item.
  - It is the most current presentation that is available: this presentation will provide greater clarity on the specific package being ordered to help eliminate confusion.





If you need assistance placing/creating an order. Please contact the help desk and/or your consultant.

### Pack Size/Minimum Quantity Column

### **Please Note:**

HEALTH AND HUMAN SERVICES

The packaging description will help guide you when placing an order – now all one line item under the vaccine family.

- 1. Within this column Example:
  - 1. Infanxrix/10 dose vial the pck size/min. quantity is 10. So, you would want to order either: 10, 20, 30, etc doses.
- 2. Another example: Order 13 instead of 10

(You will receive the error message pop-up)

When entering a dose, it must be divisible by the minimum order quantity.

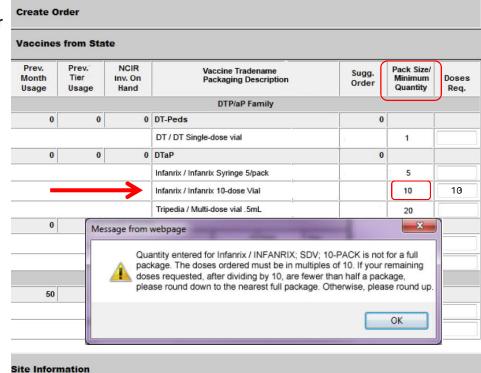
The error message will also provide guidance with rounding up or down in regards to your Suggested Order.

For example: Suggested Order Quantity:

**For Large Providers**: If your suggested order quantity is 98, order 100 doses.

**For Small Providers**: If your suggested order quantity is 7 order 10 doses.

This error message will help to create a more efficient and accurate order by guiding you when placing an order.



### "No Thanks" Button

### **Please Note:**

Prior to this functionality change, the internal process was that once an order was placed, we would verify that order. If an order item was left blank, then we would call you (providers) to gain more insight on the status of the vaccine (to discover if it was needed).

The **implementation of "No Thanks"** now allows the NCIR to complete this verification process automatically. It will be up to you to verify whether the vaccine is needed.

So, whether you happen to overlook (and forgot) to enter a vaccine, or you intentionally left that particular field blank; by selecting the "No Thanks" button, that let's us know that you purposely do not want to order that vaccine.

Create O	rder					
/accines	from Stat	te				
Prev. Month Usage	Prev. Tier Usage	NCIR Inv. On Hand	Vaccine Tradename Packaging Description	Sugg. Order	Pack Size/ Minimum Quantity	Dose Req.
			DTP/aP Family			
0	0	0	DT-Peds	0		
			DT / DT Single-dose vial	1	1	
0	0	0	DTaP	0		
			Infanrix / Infanrix Syringe 5/pack		5	
			Infanrix / Infanrix 10-dose Vial		10	
			Tripedia / Multi-dose vial .5mL	19-1	20	
0	0	0	DTaP/Polio/Hep B	0		
			Pediarix / Pediarix No needle Syr 10/pack		10	
			Pediarix / Pediarix No needle Syr 25/pack	:	25	
	00		Td Family			
50	150	20	Td	130	No Than	ks
			Td / Diptheria & Tetanus Toxoids Abs USP 10 SDV	9	10	
			Td / Diptheria & Tetanus Toxoids Abs USP 10 SDV		10	

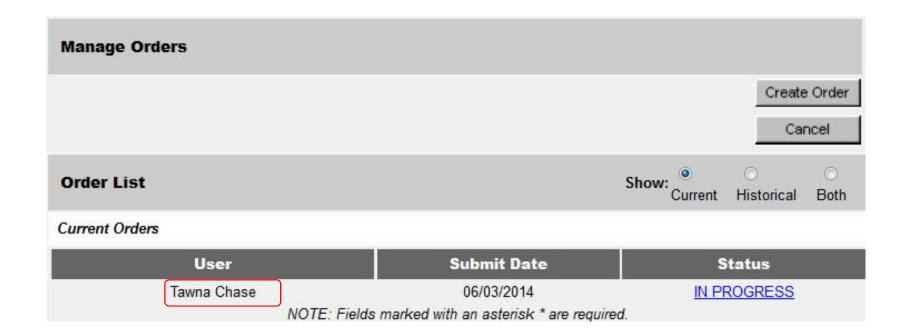


# Manage Order Status



# Manage Order Status

On the Mange Order Status Change, you can still view who placed an order for your organization.





### Order Statuses (1 of 2)

#### **Current Order Statuses:**

- **Pending**: The order has not been reviewed by the Immunization Branch. This type of order an still be modified by the Ordering Organization.
- **In Progress**: This indicates the order has been received and is being reviewed by the Immunization Branch. At this status, this type of order can no longer be modified.
- **Shipped**: This indicates all approved order lines have been shipped to the Ordering Organization. At this status, this type of order can no longer be modified.
- Cancelled: The order was cancelled by the Ordering Organization. This type of order can no longer be modified, and is considered a historical order.
- Partial Ship: This indicates the order was approved and exported to CDC. The order remains in this status until shipments are received for this order. At this status, this type of order can no longer be modified.
- **Denied**: This indicates the entire order was denied by the Immunization Branch. Please see the comments at the top of the view order screen for more information. At this status, this type of order is not submitted for processing, can no longer be modified, and is considered a historical order.



### Order Statuses (2 of 2)

### **Current Order Statuses:**

- On Hold: This indicates the order is being reviewed by the Immunization Branch and has been placed on Hold. The order will remain in this status until it is either Denied or Approved. Please see the comments at the top of the view order screen for more information. At this status, the order can no longer be modified.
- **Sent to CDC:** This indicates the order was approved and exported to the CDC. The order remains in this status until shipments are received for this order. At this status, this type of order can no longer be modified.
- **Approved:** This indicates the order has been reviewed and approved. At this status this type of order can no longer be modified.

Kathy VanAbel	08/07/2014	SENT TO CDC
Kathy VanAbel	08/04/2014	APPROVED
Kathy VanAbel	07/17/2014	IN PROGRESS
Kathy VanAbel	05/28/2014	PARTIAL SHIP

### To view these statuses:

Click on the **Manage Orders** link. From there, you will see the blue link on the right hand side.



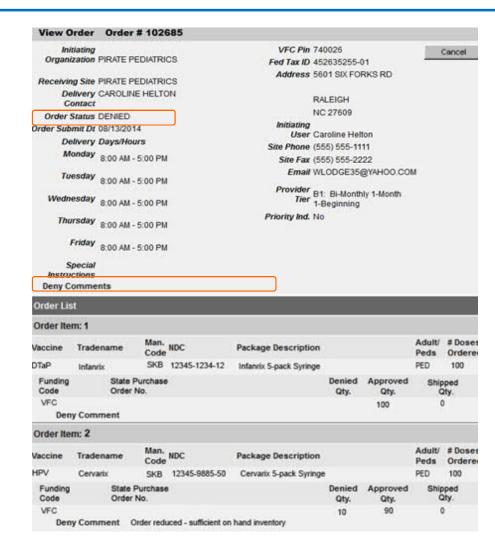
# View Order Screen



### View Order

# Two main items on the VO to focus on is the:

- Ordering Status
- Deny Comments: In regards to the "denied" and "on hold" statuses



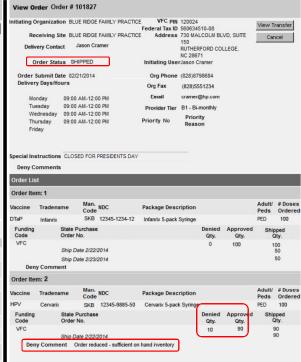


### **Denied Order Status and Comments**

There are two possible ways that a "deny comment" would exist:

- 1. The entire order has been denied.
- 2. An individual item (i.e. a order quantity of a vaccine) has been denied.

View Order Order # 102617 Cancel Organization PIRATE PEDIATRICS Fed Tax ID 452635255-01 When an entire order is Address 118 OAKMONT DRIVE Receiving Site PIRATE PEDIATRICS denied, the following Delivery WANDA LODGE GREENVILLE NC 27858 comments will be listed: Order Status DENIED Order Submit 08/07/2014 Site Phone (252) 364-1111 Out of compliance for Delivery Days/Hours Site Fax (252) 125-4551 Monday 8:00 AM - 5:00 PM Email WLODGE35@YAHOO.COM more than 2 weeks, a new Tuesday 8:00 AM - 5:00 PM Provider B1: Bi-Monthly 1-Month Tier 1-Beginning order must be submitted. Wednesday 8:00 AM - 5:00 PM Thursday 8:00 AM - 5:00 PM Providers would be Friday 8:00 AM - 5:00 PM considered out of Specia compliance when they are not meeting the Order Denied-sufficient inventory on hand requirements for the NCIP Program. # Doses Order Denied - sufficient PMC 49281-0545-05 SDV: 5-PACK: 0.5 mL inventory on hand. Qty. Adult/ # Doses



Possible comments for a individual item being denied:

**Order reduced** – sufficient on hand inventory.

**Order Reduced** - limited vaccine supply

Out of stock – vaccine not currently available.

**Order split** to accommodate funding sources.

**Not available** for your current enrollment population.

Order on hold – contact the NC Immunization Program at (877)-873-6247.

Presentation not available

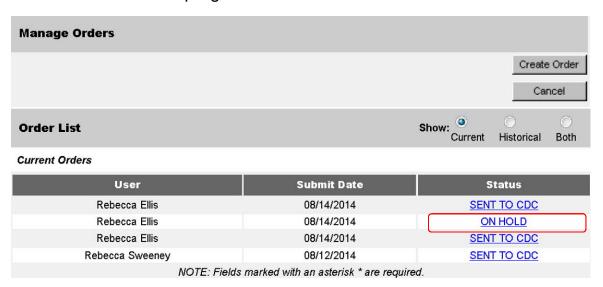
– a substitution has been
made



### On Hold Status

### **Possible On-Hold Status Comments:**

- Order on hold until temperature log submitted.
- Order on hold until inventory is submitted.
- Order on hold until a current Provider Enrollment Agreement is submitted.
- Order on hold until current temperature incident has been resolved.
- Please contact the NC Immunization Program at (877)-873-6247.
- Temporarily suspended from the NC VFC program.





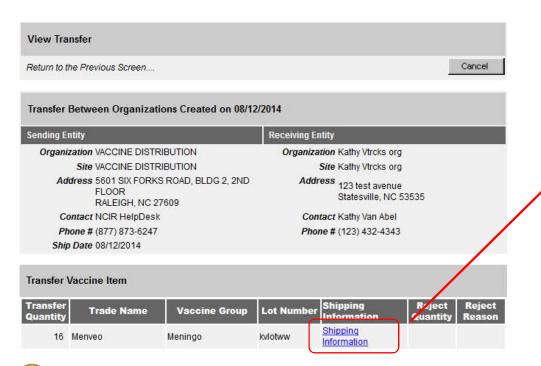
# View Transfer Screen



### View Transfer Screen

Providers now have the ability to track their vaccines being shipped and will be provided a tracking number.

The View Transfer screen is only available for: shipped and partial shipped orders.

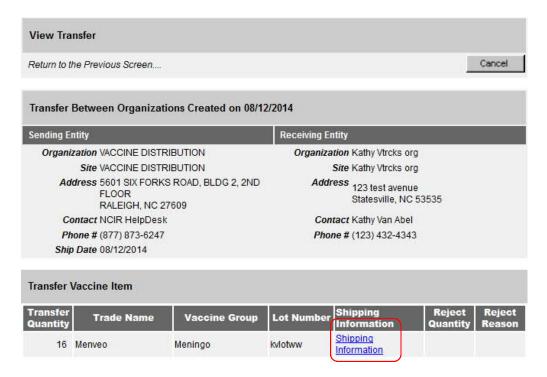


### **Order Shipment Information**

Delivery number	222211252
Delivery Line number	222380
Date Shipped	08/12/2014
ExIS Order ID	102684
ExIS Order Line Number	316763
ExIS Order Date	08/12/2014
CDC Order Number	9999991364
CDC Order Line Number	999953
CDC Order Creation Date	08/12/2014
NDC	99999-4444-10
Quantity Ordered	16
Lot Number	kvlotww
Lot Expiration Date	05/25/2015
Quantity Shipped	16
Unit of Measure	DOS
Order Line Fulfilled	Y
Partial Shipment Indicator	N
Shipment Tracking Num	1ZE861850346412
Carrier	UPS
Expedited Shipment	N
Manufacturer	PFIZER

# View Transfer Screen (cont.)

- 1. From the Manage Orders screen, you would want to select your order with a "shipped" or "partial shipped" status.
- 2. Next, select the "View Transfer" button at the top, right-hand side.
- 3. Click the "Shipping Information" link under the Shipping Information column.



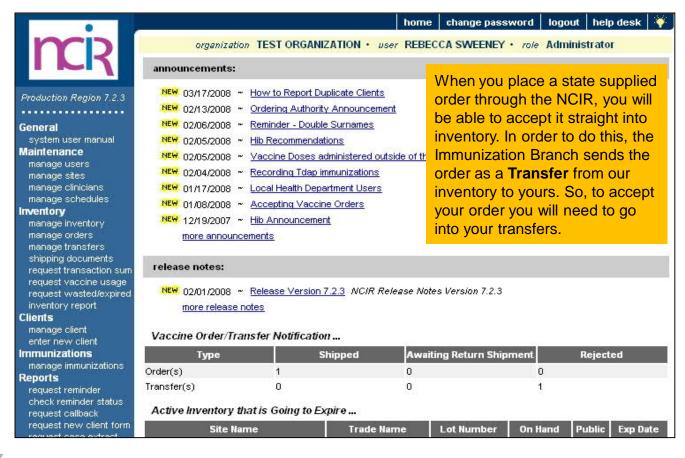


Steps for Accepting State-Supplied Orders



# Step 1 of 4: Navigate to Manage Transfers

### Click on Manage Transfers.





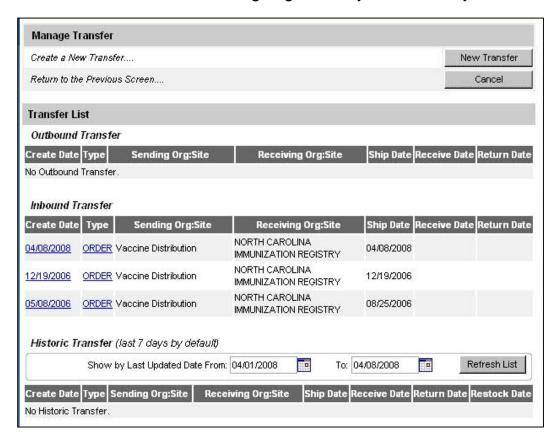
Inventory Control

Administrator



# Step 2 of 4: Navigate to Your Order

- 1. Find your order under the **Inbound Transfers**.
- 2. Click on the **Create Date** in blue. This is going to take you to where you can view your order.

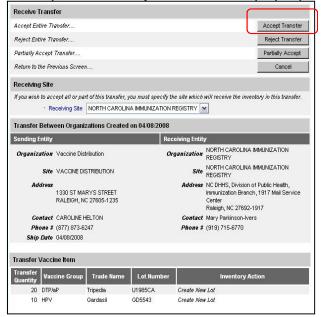






### Step 3 of 4: Accept Transfer

- 1. You will see your order at the bottom of the screen. You must verify that these lot numbers and amounts match what you have on your invoice from the vaccine shipping box. If they do not match, please call the Help Desk at 877-873-6247
- 2. Accept the transfer and it will be loaded into your inventory. Before you reject or partially accept your transfer you must call the Help Desk for assistance.
- 3. If your invoice matches the NCIR order then you can accept it straight into your inventory by clicking **Accept Transfer**.
- 4. When you click Accept Transfer, you will see a pop up message like below.
- 5. Click OK



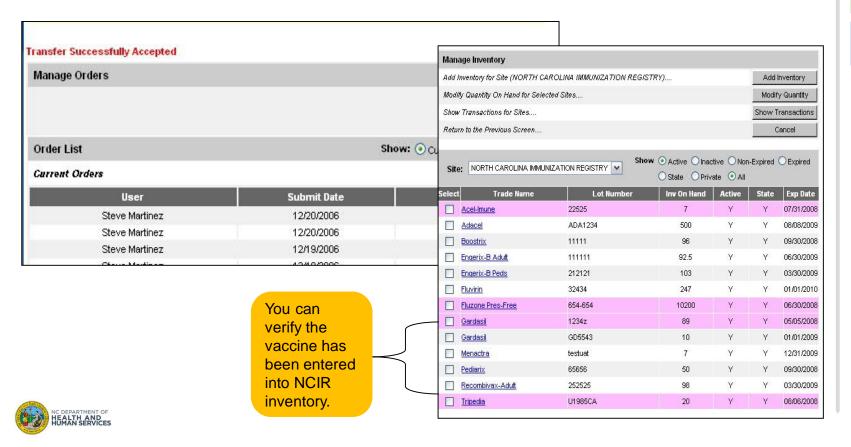






### Step 4 of 4: Review

When you have successfully added your order into your NCIR inventory, then you will see the message below in **red**. You can double check to make sure your inventory is in the NCIR by going back to **Manage Inventory** and then clicking **Show Inventory**.



#### **Audience**

Inventory Control

Administrator

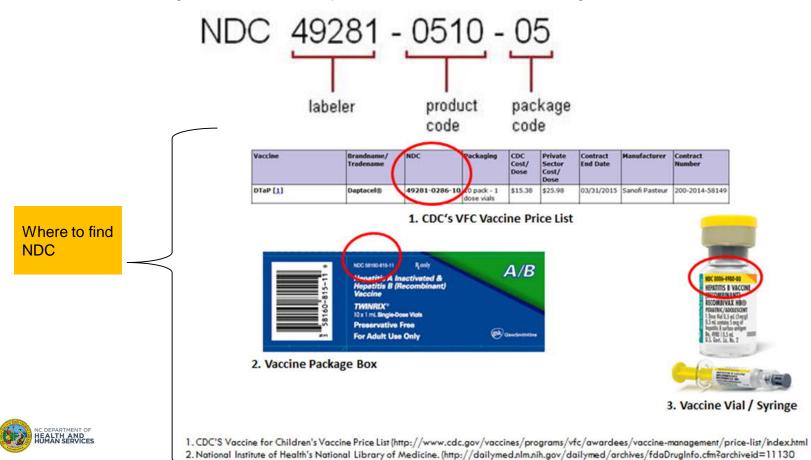
# Adding/Editing Vaccine Inventory Information



### **NDC Number**

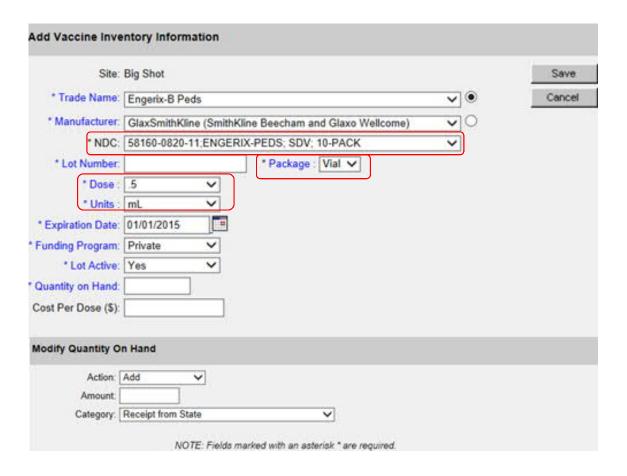
### What is a NDC?

It is the National Drug Code; a universal product identifier for human drugs



# Add/Edit Private Vaccine Information Inventory

When a NDC is selected, it will prepopulate the: package, dose size and units.





Where to Go for More Help?





### **Contact your Regional Immunization Program Consultant (RIC)**

The RIC Coverage Map with contact information is located on the Immunization Branch website:

https://www.immunize.nc.gov/contacts.htm

### **NC Vaccines Help Desk**

1-877-873-6247

(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)

https://ncgov.servicenowservices.com/csm\_vaccine?id=immunizations&sys\_id=69f035b11b037c9099510f6fe54bcbee



# Appendix



# **NCIR** Roles

NCIR Role	Role Definition	Corollary Role in CVMS
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager

